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ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO. 3 of 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers. CONTRACT NO. DATE OF ORDER ORDER NO. 11/19/2008 DTMA5V09103 QUANTITY UNIT QUANTITY ITEM NO. SUPPLIES OR SERVICES ORDERED UNIT PRICE **AMOUNT** ACCEPTED (f) (a) (b) (c) (d) (e) (g) Remit To: SAME DUNS NUMBER: 167450803 For Payment Inquires Contact: BARBARA MARTOS (405) 954-1219 FINANCIAL AID REVIEW & TRAINING SERVICES 10.00 DAY 675.000 6,750.00 0001 The Contractor shall provide professional Financial Aid Review and Training Services in the Financial Aid Office at the U.S. Merchant Marine Academy, Kings Point, NY. STATEMENT OF WORK PURPOSE: To furnish financial aid review services. All services are to reflect knowledge of and compliance with U.S. Department of Education Title IV programs. The Contractor shall provide guidance, as needed, to the Academy's Financial Aid Specialist on requests for financial aid, and shall meet with students, if needed, to resolve concerns or problems they may have. The Contractor shall provide guidance, as needed, on "needs analyses," and provide guidance concerning the eligibility of applicants for the Federal Loan Programs, Federal Pell Grant Program, Federal Academic Competitiveness Grant Program, and National SMART Grant Program. Verification shall be made that all proper documentation is on file. The Contractor shall coordinate with the Academy's Financial Aid Specialist of any follow-up work that needs to be accomplished. The Contractor shall be present for all visits made by the U.S. Department of Education for program reviews. The contractor shall assist in the generation of responses to any program reviews and/or audits All tasks under this contract shall be completed within the timeframe identified by the Contracting Officer's Technical Representative (COTR). The Contractor shall provide guidance, as needed, to the Academy's Financial Aid Specialist for the completion of reports required by the Institution, as well as State and Federal Loan, Scholarship and Grant Agencies/Programs. PERFORMANCE PERIOD: The term of this contract is 12 November 2008 through 30 September 2009. During this period, the Contractor shall not work more than ten (10) days. It is expected that the Contractor shall be present onsite (on campus) to accomplish the majority of the tasks required under this contract. Start Date End Date 09/30/2009 11/19/2008 Reference Requisition: ADM09-006 USMMA Procurement Department: MAXMILLIAN S. DIAH (516) 773-5584 MARKVIEW Invoice To: Michael De Rosa (516) 773-5801

Contract Level Funding Summary

Document Number

DTMA5V09103

Title
Financial Aid Review & Training

Page 4 of 5

- 7009 - 1750MA - 2009 - - 1PDA - 00 - 0008 - 0000 - - 510300 - - - 25305 - 6100 - 6600 -

\$6,750.00

Reference Requisition: ADM09-006

Total Funding: \$6,750.00

Document No.	Document Title	Page 5 of 5
DTMA5V09103	Financial Aid Review & Training	

1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.acqnet.gov/far/

www.dot.gov/ost/m60/tamar/tar.htm

Clause	Title	Date
52.222-03	Convict Labor	June 2003
52.223-06	Drug-Free Workplace	May 2001
52.232-01	Payments	April 1984
52.232-08	Discounts for Prompt Payment	February 2002
52.232-25	Prompt Payment	October 2008
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration	October 2003
52.233-01	Disputes	July 2002
52.243-01	ChangesFixed Price	August 1987
52.246-01	Contractor Inspection Requirements	April 1984
52.249-04	Termination for Convenience of the Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984